University of Hawaii at Hilo
Long Range Budget Planning Committee
Meeting Minutes
CAS Conference Room
January 13, 2010

Attendance: Debra Fitzsimons, Lois Fujiyoshi, Steve Bader, Phil Castille, Kainoa Ariola, Gail Makuakane-Lundin, Randy Hirakawa, Barbara Leonard, Norm Stahl, Helen Rogers, Kenny Simmons, Luoluo Hong, Marcia Sakai.

- A one page legislative testimony for the upcoming Finance Committee Hearing on January 20th was circulated for review. Gerald De Mello will be asked to attend our next meeting to provide perspective on the session.

- Debra informed the committee that a tentative date has been set for the Brown Bag Lunch/Budget Update on February 5, from 11:30 a.m. – 1:00 p.m. She asked for suggestions about other days and times that might work. It was decided that we would stick with this date and hold the meeting in the dining room in the campus center if available.

- Phil led a discussion on course efficiencies and passed out a handout comparing statistics from Fall 2008 and Fall 2009. Our fill rates have improved from 58% to 67% for graduate classes, 84% to 86% for upper division courses and 73% to 80% for lower division courses. We also generated more semester hours with less faculty assigned to the schedule. A request was made to include the Spring statistics and Fall 2007 in the comparisons so we have a broader perspective.

- Phil attributed the overall improvement to the work of the Enrollment Management implementation Team (EMIT) citing better planning and coordinating of efforts in this area.

- Phil also announced that in an effort to improve our efficiencies in classroom management a working group has been formed to gather data on what space is available throughout campus and who is responsible for scheduling that space. The VCs will be involved with this group. Debra said that a space inventory and data on usage was put together by the Facilities Planning Office last year. This could be a starting point.

- There was discussion on enrollment growth as it relates to cost and whether UHH would be able to secure the resources necessary to meet demand. Questions: How much could we be expected to grow without the proper resources? When does our striving
for efficiencies lead to decreased productivity and quality of education? What is the optimum number of students needed to create the appropriate economies of scale? How does retention figure into that discussion? Can we move toward targeted and purposeful growth instead of opportunistic expansion?

• It was pointed out that those same questions are being examined by EMIT and there is some cross-over in the work of both committees as well as, the membership.

• Debra and Lois went over a draft of the current budget. Revenue and adjustments were reviewed and discussed. UHH is dealing with approximately 7.1 million in reductions – including salary and operating. Our total allocation after the budget restriction is $56,090,350 and the current amount necessary to cover our budget gap is $866,984.

• There was further discussion regarding how impending budget cuts would be made. Guiding principles would have to be established. All programs would have to be looked at – there could be no “sacred cows”.

• Due to the meeting running over time we were unable to get through the expense side of the budget and finish the rest of the agenda. The committee agreed to continue where we left off at the next meeting which is scheduled on January 27th.

• Meeting was adjourned at 12:20 p.m.